

ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT **"CORRECTED COPY"**



**HUMAN RESOURCES
OFFICE**
**Washington National
Guard**
Building 33, Camp Murray
Tacoma, WA 98430-5130

Announcement number
10-080-ARNG

Opening Date
7 July 2010

Position Title, Series & Grade
Management Analyst,
GS-0343-11

APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON:

6 August 2010

PD Number:
D1060000

SEE NOTE

Location of Position:

HRO, Bldg. 33
Camp Murray, WA

Baseline physical

An employment physical may be required within 90 days of employment per OSHA regulation and NGB* *this physical will be used to determine fitness and eligibility for continued employment.

Salary Range:

\$61,255 PA to \$79,628 PA

Website address:

http://mil.wa.gov/jobs/federal_job_ops.shtml

APPOINTMENT FACTORS

Area of Consideration

- ☐ **Area A – Nationwide Excepted:** Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard.
- ☒ **Area B – In-state Excepted:** All participating members of the Washington Army and/or Air National Guard.
- ☒ **Area C – In-service Excepted:** All presently employed permanent accepted technicians, indefinite excepted technicians, and AGR members with accepted technician reemployment rights to the Washington Army National Guard.
- ☐ **Area D – In-service Competitive:** All presently employed permanent competitive technicians of the Washington Army National Guard.

CURRENT BARGAINING UNIT STATUS

- ☐ Bargaining Unit
☒ **Non-Bargaining Unit**

Appointment Factors:

- ☒ **Officer** ☐ Enlisted ☒ **Warrant Officer**
- ☐ NDS (Competitive)
- ☒ **Permanent** ☐ Indefinite * ☐ Temporary

Military Assignment & Grade Requirements	
OAOC: 42B,43,45,49,50,59 WMOS: 420A Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.	Military Grade Available: 1LT to CPT WO1 to CW3 Please note: Grade Inversion <u>will not be permitted</u> TPR 300 (302.7, change 8 para c)
Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized <input type="checkbox"/> PCS expenses are authorized <input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard	
Minimum Requirements for Consideration	
General Experience: Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.	
Specialized Experience: Must have 36 months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.	
Other Requirements: Must have or be able to acquire a Secret security clearance. All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army.	
The following Selective Placement Factors (SPFs) will be considered in the evaluation process	
Element I – Knowledge of National Guard organizational structures, functions, procedures, and techniques.	
Element II – Ability to apply practices, theories, techniques, and methods of management.	
Element III – Knowledge of National Guard programs, operations, objectives, and policies with comprehensive knowledge of principles and management and organizational techniques.	
Element IV – Knowledge of analytical & statistical methods and techniques to plan and direct studies in areas of manpower management, organization and mission and staffing standards.	
Element V – Knowledge of the management of fund and budget process and civilian payroll system.	
Element VI - Ability to orally present and discuss complex matters in a clear and convincing manner.	

SUMMARY OF DUTIES

This position is located in the Human Resources Office of the National Guard. The purpose is to manage all full-time manpower requirements; provide manpower advisory services for all state levels of command; perform position management for technician requirements; and assist in management of Army National Guard technician payroll appropriations and disbursements. May accomplish work through the use of an automated personnel system. This position requires military membership. The incumbent performs long-term planning and organizational development necessary to accomplish human resources functions in support of programs essential to state Army/Air National Guard daily operations, training, and readiness missions. Fosters an environment conducive to teaming among service providers and customers to meet state Army/Air National Guard requirements. The incumbent Manages full-time manpower requirements for the state. Reviews determinations of manpower requirements for the Army National Guard and ensures requirements are proper according to workload factors contained in various staffing standards, equipment allocations authorized by Modified Table of Organizational Equipment (MTOE) and Table of Distribution and Allowances (TDA) for surface maintenance requirements, projected flying hour program and flight status/pilot personnel for aviation requirements or other methodologies used in justifications of manpower requirements. Facilitates corrections to requirements and subsequent authorizations based on projected force structures and exception situations. Reviews proposed organizational structures based on management needs, local realignments, force structure changes, appropriate position classifications and agreement with the basis for the manpower requirements of the organization. Coordinates necessary changes with proper program managers and approval through appropriate Army National Guard Readiness Center offices. Reviews authorizations for all Air National Guard manpower requirements; manages Extended Unit Manning Document for local changes and necessary error corrections with applicable program analysts; coordinates projected organizational changes with affected program managers and applicable Air National Guard Readiness Center offices. Monitors fill rates of manpower requirements for agreement with National Guard Bureau's and state Adjutant General's guidance and makes recommendations for potential organizational fills based on force structure changes, funds availability and mission requirements. Provides broad management advisory services. Provides recommendations to managers and supervisors relative to ways to reduce turnover, prevent job dilution, facilitate career development, achieve upward mobility, and restructure jobs to facilitate recruiting. Ensures manpower structures achieve the optimum balance between economy, efficiency, skills utilization, and employee development. Advises on supervisory ratios, manpower design concepts, and organizational structures. Assists supervisors in the development of exceptions to manpower standards based on job analysis, supervisor input, and knowledge of the organization. Researches and prepares comprehensive justification for additive or deviations to manpower standards. Advises supervisors of impact of manpower changes on grade levels, organizational structure and mission accomplishment prior to affecting changes. Keeps abreast of projected force structure changes and the effects on organizational structures and impact to position management. Advises managers of methods to limit adverse impact and project enhancements based on currently filled positions and structures of organizations affected by realignments and force structure changes. Participates in long range planning with organizational managers to properly organize structures, to enhance mission accomplishments, classification accuracy, to ensure military compatibility, and allow for upward mobility both full-time and militarily. Recognizes problems that impact managers of other programs or human resources specialties and functions in problems of more than average difficulty and ensures effective resolution in accordance with law and regulation. Validates appropriate technician pay accounts for use in various organizations of the ARNG based on manpower vouchers. Determines appropriate technician allocations for all organizations of the ARNG based on NGB guidance. Makes recommendations for use in the Adjutant General's allocation guidance based on fill rates of organizations, force structure changes, upcoming structural changes to organizations, and recruitment/turn-over problems. Coordinates necessary adjustments to funding allocations based on current fill rates and Adjutant General's allocation guidance. Attends and participates in Level II PBAC meetings and projects unfunded requirements in appropriations. Assists in determinations of strength management based on allocations, appropriation availability, pending retirements/separations, force structure changes, etc. Performs other duties as assigned.

Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:
 - MIL Form 175 "Application for Technician Vacancy"
 - MIL Form 174 "Chronological Listing of Military Service"
 - OF 306 "Declaration for Federal Employment"
 - SF 181 "Race and National Origin Identification"
 - SF 256 "Self-Identification of Handicap"
 - Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
 - One of the following:
 - a) OF 612 "Application for Federal Employment", with original signature;
 - b) Personal Resume, or
 - c) SF 171 "Personal Qualification Statement", with original signature. Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.
 - Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

**To obtain forms online go to: http://mil.wa.gov/jobs/federal_job_ops.shtml

****Mail or Hand Deliver** forms to: HRO Attn: Staffing Section
Building 33, Camp Murray
Tacoma, WA 98430-5130

(Faxed and Scanned copies will not be accepted)

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

***Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction 36-1010.

For additional information: HRO STAFFING SECTION
Phone (253) 512-7835
DSN 323-7835